

# U.S. COAST GUARD ACTIVITIES NEW YORK

## CHANGE OF EMPLOYMENT APPLICATION

USCG Activities New York  
Prevention and Compliance  
212 Coast Guard Drive  
Staten Island, NY. 10305



Main Office Phone: (718) 354-4280  
Main Office Fax: (718) 354-4297  
Satellite Office: (718) 442-9377  
Satellite Fax: (718) 442-9377

In order to gain a Change of Employment Letter, the following information must be provided at the earliest possible date prior to the actual date of transit to the new work area.

Vessel's Full Proper Name: \_\_\_\_\_ Vessel's Official Number: \_\_\_\_\_

Date Scheduled to Depart: \_\_\_\_\_ Date Scheduled to Arrive: \_\_\_\_\_

Route to be traveled: ☐ Coastwise ☐ Oceans ☐ Lake, Bays and Sounds

Current Port of Departure: \_\_\_\_\_ New Port of Employment: \_\_\_\_\_  
(Full address please) (Full address please)

In addition to the above information, please fax/mail a copy of the following documents with this application.

- 1) A copy of the vessel's Certificate of Documentation or State Registration.
- 2) A copy of the Coast Guard Approval letter for this vessel's SOPEP
- 3) A dry dock confirmation letter on company letter head confirming the following information:
  - a) Date the vessel was last dry-docked.
  - b) Location of the last dry-docking.
  - c) Company that did the work on the vessel.
  - d) A short description of the scope of work completed.
  - e) The name of your company's representative at the last dry dock.
  - f) A short statement from the vessel's representative stating that the vessel was inspected during the last dry-dock, that all necessary repairs were made, and that the vessel is in good sound (sea worthy) condition.

**NOTE: The vessel's must have been dry docked within the last 36 months if going to a US Port, 18 months if going to a foreign port.**

You may fax or mail this application with the associated documentation to the above address of fax number.

